

PURCHASE ORDER

Department of Social Welfare and Development
Field Office VII

cor. MJ Cuenco Ave. & Gen. Maxilom Ave. ,Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	PANDA TEA GARDEN SUITES	PO No.	DSWD7-2019-AMP-238
Address:	Dao Dist. Tagbilaran City	Date:	04/26/2019
Contact No.:	501-8773/422-2456	Mode of Procurement:	Lease of Venue
Contact Person:	Trinidad D. Bayron	TIN:	119-179-015

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Tagbilaran City	Delivery Term:	Upon actual date of activity
Date of Delivery:	Pls. see dates stated below	Payment Term:	within 30 calendar days after the activity & receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of catering and venue for the below mentioned activity.			
		Title of Activity			
		UCT Payout Post Evaluation			
		Availability:			
	pax	• April 29, 2019 (live-out) Lunch, AM and PM Snacks with venue rental	85	445.00	37,825.00
	pax	• May 6, 2019 (live-out) Lunch, AM and PM Snacks with venue rental	85	445.00	37,825.00
		Location:			
		• Bohol Province			
		Neighborhood Data			
		• The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		Amenities			
		a. Conference Room			
		• Use of one function room (7am-9pm as maximum) that can accommodate a minimum of 65 pax and maximum of 100 pax with no middle/side obstructing post/object with wide space for workshop activities. No changing of assigned function room during the duration of activity. Availability of separate comfort rooms for male & female.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)-FUNCTION 3			
		b. Space Requirements:			
		• World café arrangement. Provision of 1 table for the registration/working table for the secretariat and for the laptop/projector.			
		c. Light, Ventilation and Air-conditioning			
		• Must have white light bulbs and not yellowish/dim bulbs to ensure good visual of participants for the entire session.			
		d. Audio Visual Requirements:			
		Use of 1 LCD projector for presentation. Complete functional audio visual with at least 3 wireless microphones. There has to be standby operator to assist AV needs. Audio visual must be set up at least 1 hour before the activity. Available white board, extension cords, and Philippine flag. No electrical charge for use of own equipment.			
		e. Other Requirements:			
				Total before tax	75,650.00
				5%	3,377.23
				2%	1,350.89
				Net Amount	70,921.88

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training, backdrop and welcome streamer/lobby posting; no electrical charge for the use of own equipment, whiteboard, extension cords, Philippine flag. Hotel must be compliant to RA9211 or Tobacco Regulation Act of 2003 <p>Catering Services: lunch, and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Meals: Rice, appetizer, Soup, 3 main dishes (vegetable, fish not creamdory, chicken and pork/beef), dessert(choice of fresh fruits, fruit salad or pastries like cake) and natural juices. AM/PM Snacks: preferably pasta or sandwich with natural juices. Flowing coffee/choco; purified drinking water Strictly no softdrinks 			
		(Ref: PR No.: DSWD7-19-0606)			
(Total Net Amount in Words)		Seventy thousand nine hundred twenty one pesos and 88/100			70,921.88
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.</p>					
Conforme:	<p><i>Per: [Signature]</i> TRUNDAD / BAYRON Signature over Printed Name of Supplier 4/29/19 Date</p>		Very truly yours,	<p><i>[Signature]</i> REBECCA P. GEAMALA Regional Director</p>	
Funds Available:	<p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>			ALOBS No. :	Amount :

AO 6/15/02
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